Using the "OWL" for video conferencing

1. Plug the USB cable into your computer.
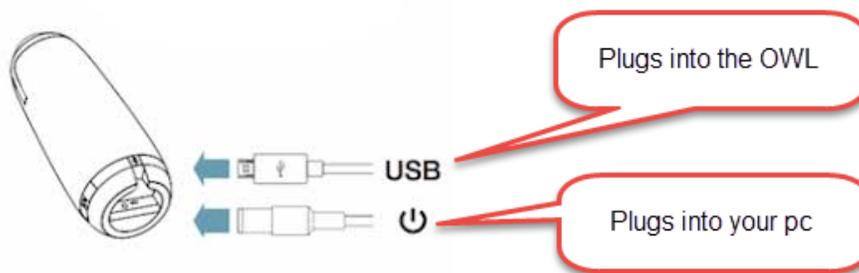
2. Plug in the power adapter and wait until the Owl's eyes stop pulsing and you hear a hoot.

3. Click on the link in the calendar invite to start the meeting

4. Click on "Join Audio Conference by Computer". DO NOT DIAL INTO THE CONFERENCE BRIDGE AS IT WILL CREATE ECHOES AND INTERFERENCE.

5. If anyone in the conference room is joining the meeting, they should not dial in or join by pc. Click the "x" in the top, right corner.
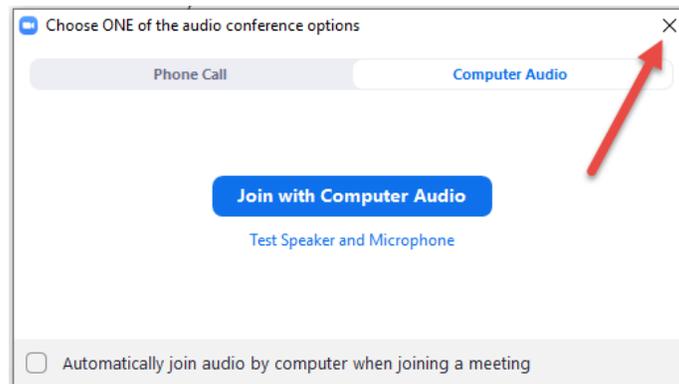
6. Click on the **Up** arrow to the right of the Microphone icon on the bottom left of your screen. Select the Meeting Owl as both the microphone and speaker.
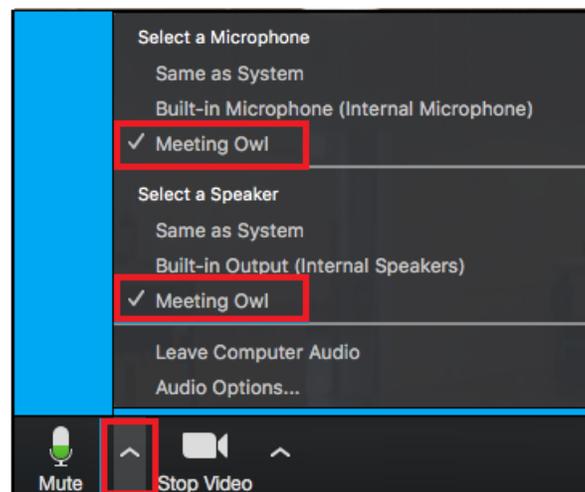
7. Select the **Up** arrow to the right of the Camera icon on the bottom left of your screen. Select the Meeting Owl as the Camera.